English for E-mails

Levels 2B and above

The English for Emails course is a 21/24-hour course designed for business professionals who currently need to communicate by email in English and would like to improve their skills, or for those who would like to gain this skill for future employment.

In this course, students will get the chance to develop their skills through:

- Reading and analyzing a wide variety of examples from the course book;
- Completing focused activities to help learn new words, phrases, grammatical structures and punctuation;
- Discussing issues relevant to the workplace and online communications;
- Writing emails that are relevant to their work.

By the end of this course, you will be able to:

- Identify the parts of an email and the differences between formal and informal emails;
- Write and Reply to inquiries using polite language;
- Request action from colleagues in an email;
- Exchange information with colleagues;
- Make and confirm arrangements by email.

When & Where?

American Language Center (ALC), Al Madina Al Munawarra Street. Tel: (+962) 6 552-3901 or E-mail: info@alc.edu.jo.

What is included?

Instruction, Course book; *English for Emails by Rebecca Chapman; Oxford University Press*.

A high level of attendance is required from all students to pass. Assessment will vary based on the course objectives. Students will receive a pass/fail score. Upon completing the course, students will receive a certificate.